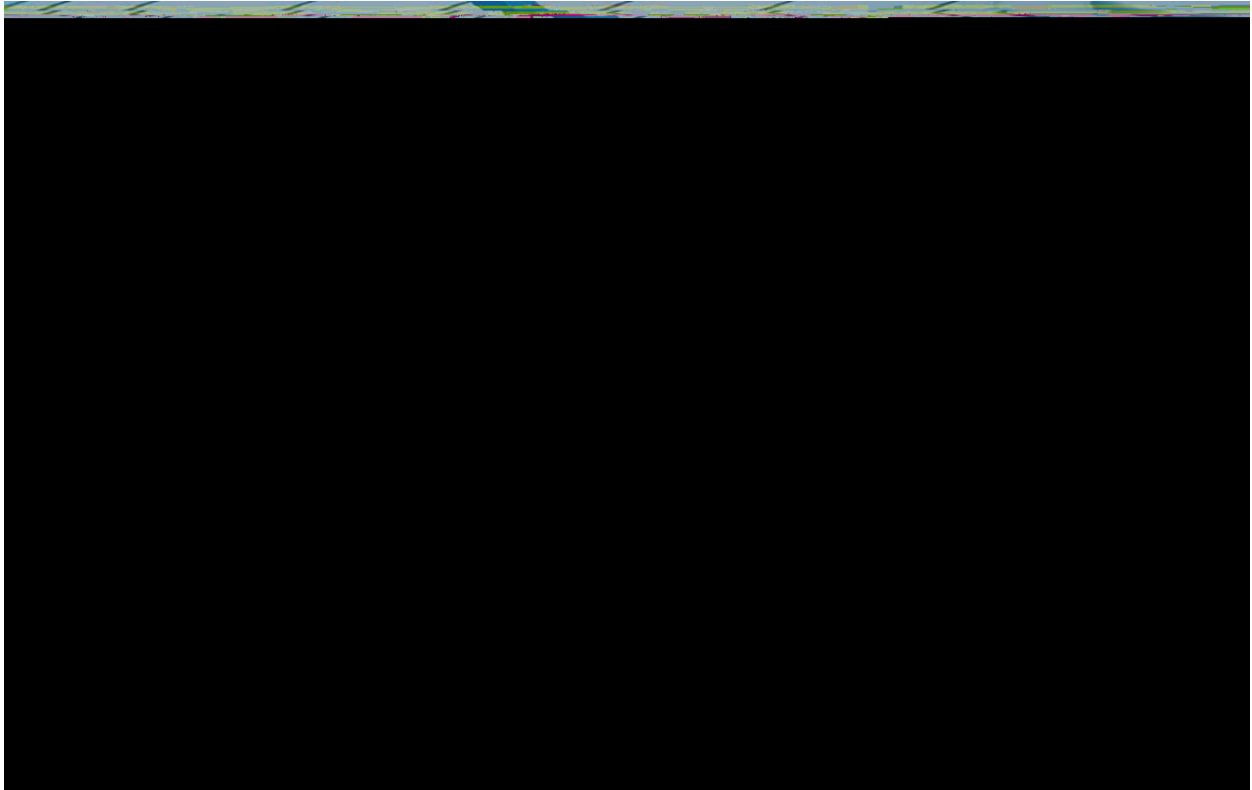



Access Your Worklist for Approvals

- 1) Visit this link: <https://www.usg.edu/gafirst-fin/>
- 2) Scroll down a bit, and click the 1st/top blue button on the right-hand side of the screen ()



3) On the homepage, click the icon  in the top-right corner, then select , click , and choose the module.

4) From your Worklist you can click the blue links available, and you should see an

button  in the middle of the page.